

ST. JOHN CENTRAL GRADE SCHOOL MEDICATION ADMINISTRATION POLICY

It shall be the policy of St. John Central Grade School that the administration of medication or supervision of self-medication to students during regular school hours should be discouraged unless necessary to maintain the student in school, or in the event of an emergency. School personnel will not diagnose or treat illnesses.

A registered nurse must manage the medication administration program. A designated administrator will be responsible for medication administration or supervision of self-medication when a nurse is not available.

STUDENT MEDICAL AUTHORIZATION

No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication unless the **Authorization and Permission for Administration of Medication** form is on file. This form shall be completed by the student's parent or guardian and licensed prescriber and shall be on file prior to the dispensing of any medication to the student. The **Authorization and Permission for Administration of Medication** form must be renewed annually at the beginning of each school year. Forms are available in the health office.

MEDICATION ADMINISTRATION

- A. All medications given in school, including non-prescription drugs, shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. Such written documentation must be maintained in the student's individual health record.
1. A written order for prescription and non-prescription medications must be obtained from the student's licensed prescriber. The order includes:
 - Student's Name
 - Student's Address
 - Name of Prescribed Medication and Dosage
 - Frequency and Time of Administration
 - Date Administration to Begin and End
 - Adverse or Severe Reaction that should be Reported to Physician
 - Special Instructions for Administration of Medication
 - This Medication Can be Safely Administered by Non-Medical Personnel __Yes __No
 - Licensed Prescriber's Name and Signature, Phone No. and Date
 - Approval for Self-Administration
 - Approval for students to carry emergency medication on their person and self-administration of such (i.e. inhaler, Epi-Pen)

2. Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

a) **Prescription medication shall display:**

- Student's name
- Prescription number
- Medication name and dosage
- Administration route or other directions
- Date and refill
- Licensed prescriber's name
- Pharmacy name, address and phone number
- Name or initials of Pharmacist

b) **Over the Counter Medication (OTC):**

OTC (non-prescription) medication shall be brought to school in the original container with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.

- B. In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s) or guardian requesting that medication be given during school hours. The PARENT REQUEST FOR THE ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL form must be completed and on file before any medication may be administered. It is the parent(s) or guardian's responsibility to ensure that the licensed prescriber's order, written request and medication are brought to school.
- C. Students should be evaluated on an individual basis regarding the need to carry emergency medication. The SELF-MEDICATION FOR ASTHMA INHALERS authorization form must be completed by the physician and parent and be on file at the school in the health office.
- D. Medication must be stored in a separate locked drawer or cabinet.**
- E. At the end of the school year or the end of the treatment regimen. The student's parent(s) or guardian will be responsible for removing from the school any unused medication. If the parent(s) or guardian does not pick up the medication by the end of the school year, the registered nurse will dispose of the medication(s) and document that it was discarded. Medication must be discarded in the presence of a witness and documentation signed by both parties.
- F. Accepted nursing practice allows that nurses are responsible for their own actions regardless of the healthcare provider's written order. It is the nurse's responsibility to clarify any medication order which is deemed inappropriate or ambiguous. Nurses have the right and responsibility to decline to administer a medication if they feel it jeopardizes student safety. In such instances, the nurse must notify the parent or guardian and student's physician.

Please contact the school nurse if you have any questions (740-396-2695).

Karen Pottmeyer
Principal

Christa Lang, RN
School Nurse